
COLLABORATIVE INITIATIVE

TO HELP END CHRONIC

HOMELESSNESS

Instructions

There are five Sections contained in this application. Section 1 is the portion of the application that you will use to describe your Comprehensive Approach on how your program will address the needs of chronically homeless persons and homeless families with a disabled adult member in your community. Sections 2 through 5 will be used to apply for the various programs offered by the agencies below. **All sections must be filled out regardless whether or not you are requesting funding from a particular funding source.**

Section 2 – U. S. Department of Housing and Urban Development (HUD)

Section 3 – Substance Abuse Treatment, Mental Health, and Related Supportive Services (SAMHSA)

Section 4 – Health Resources and Services Administration (HRSA)

Section 5 – Veterans Administration--Substance Abuse, Mental Health and Primary Care Services
Veterans (VA)

The following provides a brief description of the five sections contained in this application. Please carefully read the instructions for each section before responding to the information requested.

Section 1: Comprehensive Approach

You are required to submit a Comprehensive Approach on how the funds that are being requested will be used as a part of a comprehensive and integrated community strategy to assist persons who are chronically homeless and homeless families with a disabled adult member in their move from the streets and emergency shelters into stable housing. In addition to being stabilized in permanent supportive housing, a range of services and other supports needed to promote and maintain greater self-sufficiency should be a part of this comprehensive approach. The areas of your plan should include: (1) Documentation of need and extent of the problem; (2) Capacity of the applicant and relevant partner agencies and staff; (3) Soundness of approach and adequacy/appropriateness of delivery system; (4) Appropriateness of budget and fiscal controls; (5) Coordination/collaboration, self-sufficiency and sustainability; and (6) Adequacy/appropriateness of an evaluation plan. Please refer to the Collaborative Initiative to Help End Chronic Homelessness Notice of Funding Availability (NOFA) for details needed to address the above factors.

Section 2: U. S. Department of HUD

HUD will provide funds for the housing component of projects that will address chronic homelessness. The two programs that can be applied for are as follows:

Supportive Housing Program (SHP)/Permanent Housing and Safe Havens Components

The Supportive Housing Program is designed to develop supportive housing and services that will allow homeless persons to live as independently as possible. Eligible applicants for SHP are States, units of local government, other governmental entities such as public housing agencies (PHAs), public nonprofit community mental health associations, and private nonprofits including faith-based and community organizations. A private nonprofit organization is any organization with tax-exempt status under Section 501(c)(3) of the IRS Code, or an organization with documentation that it meets the requirements for private nonprofit status listed in the HUD Glossary on page 2-2.

There are no eligibility requirements for project sponsors; however, a sponsor and any partners that will assist with a project must have the experience and skills to carry out the project.

Shelter Plus Care (S+C) Program

The S+C Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. S+C was designed to give an applicant maximum flexibility by allowing the rental assistance to be tenant-, sponsor-, or project-based (without rehabilitation). For this application, for the project-based component, you may

only apply for project-based without rehabilitation. Under the sponsor-based component, an applicant must subcontract with a private nonprofit organization or a community mental health agency established as a public nonprofit organization.

Section 3: Substance Abuse Treatment, Mental Health, and Related Supportive Services (SAMHSA)

SAMHSA will provide funds for substance abuse treatment, mental health services and related supportive services. The applicant must submit a form – Public Health Service Form 5161-1. The applicant must describe how these services will be provided to assist chronically homeless persons to become self-sufficient.

Section 4: Health Resources and Services Administration (HRSA)

HRSA will provide funds for primary health care services. The applicant must submit a form - Public Health Service Form 5161-1. The lead applicant does not have to be a Health Center, but must demonstrate how it will partner with an existing Section 330 Health Center that will receive a supplemental award to provide the health care.

Section 5: Veterans Administration—Substance Abuse, Mental Health and Primary Care Services Targeted to Veterans

Veteran's Affairs will provide funds to the VA facility that will partner with the applicant. The applicant must submit a plan that describes how a collaborative relationship with VA will be created and sustained in an effort to provide supportive services to chronically homeless veterans. The homeless veterans to be served will be those veterans housed in or being provided services through the proposed program by the applicant.

Assembling Your Application

Please assemble your application as outlined below, with tabs marking each section, and number all pages sequentially. Pay special attention to the Standard Form (SF) 424, the form that indicates who the applicant is for a project. This form helps the Federal agencies determine if an organization is eligible to apply for a specific program and for which projects it will be the grantee. It is essential, therefore, that you complete and sign the form, along with all the appropriate certification forms and, where appropriate, submit private nonprofit documentation or community mental health association documentation, followed by the projects for which you will be the grantee.

Assembly order (All Sections must be completed including those for which you are not requesting funds):

1. Cover Letter
2. Memorandum of Agreement
3. Section 1: Comprehensive Approach
4. Section 2: HUD Section
Certifications/Forms --
 - a. SF 424 (signed by applicant)
 - b. Applicant certifications (signed by applicant)
 - c. Private nonprofit documentation [applicants for SHP, and S+C (SRA component) programs]
 - d. Community mental health association documentation (for SHP public nonprofit applicants only)
 - e. Consolidated Plan Certification
 - f. Special Project Certifications
 - g. Disclosure of Lobbying Activities Form
 - h. Narrative and Information required

3. Section 3: SAMHSA Section
 - a. Form PHS-5161-1
 - b. Narrative
4. Section 4: HRSA Section
 - a. Form PHS-5161-1
 - b. Narrative
5. Section 5: VA Section
 - a. SF 424 (signed by applicant)
 - b. Memorandum of Agreement
 - c. Narrative

Font Size:

You must use a font size of 12-point or equivalent.

Page limitations:

Comprehensive Approach: No more than 25 pages are allowed for this section.

HUD Section: Use no more than 15 pages for the narrative sections of the application – forms and certifications do not count in this 15-page limit.

SAMHSA Section: Use no more than 15 pages for the narrative sections of the application – forms and certifications do not count in this 15-page limit.

HRSA Section: Use no more than 15 pages for the narrative sections of the application – forms and certifications do not count in this 15-page limit.

VA Section: Use no more than 5 pages for the narrative sections of the application – forms and certifications do not count in this 15-page limit.

Applications exceeding the page limit and not meeting the font size requirement will not be reviewed.

Cover Letter:

The overall application package must be transmitted to the Interagency Council on Homelessness with a cover letter. The cover letter shall be no longer than two pages and should include the following:

- A summary of the core vision and approach to forging the partnerships that underlie the comprehensive approach;
- Specification of who the lead agency is with contact information, and descriptions of all the partners who will be participating in this initiative;
- A description of how the lead agency will coordinate the overall initiative and a certification that those responsibilities will be adhered to throughout the duration of the grants; and
- A summary of all the funding being sought under the consolidated application by agency, with the HUD Supportive Housing Program distinguished from the Shelter Plus Care Program.

Memorandum of Agreement:

Each application package must contain a Memorandum of Agreement, signed by all entities participating in this Collaborative Initiative. The Memorandum of Agreement should include the following:

- Parties
- Term of Agreement
- Purpose
- Guiding Principles
- Responsibilities
- Implementation and Evaluation
- Signatures of all participating Entities

Deadline

It is critical that you check the Collaborative Initiative NOFA, published in January 2003, for the deadline date. Please carefully review the NOFA for specific information on meeting the application submission deadline.